Computer Classes

Registration Dates: refer to page 53

Computer Literacy

This class demystifies basic computer concepts including hardware, software, and windows. You will learn basic use of the computer from turning it on to shutting it down. You will use the Internet, Google, word processing, graphics, spreadsheets, games and more. You will discover over 60 different uses for a computer.

Senior Center: Computer Room
Instructor: Harriet Marois   **Age: 50Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
42722	10:00am-12:00pm	W	Sep 9-30	4c	$56/$66
42723	10:00am-12:00pm	F	Oct 2-23	4c	$56/$66

Computer Spreadsheets: Intro to Excel 2007

Unleash the calculating power of your computer! In this 'hands-on' class, you will learn to create, format and print spreadsheets, work with data, formulas, functions, graphs and templates. Class includes demos and projects to create personal spreadsheets. PREREQUISTE: Basic computer skills, ability to use mouse to point, click and drag.

Senior Center: Computer Room
Instructor: Harriet Marois   **Age: 50Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
42775	10:00am-12:00pm	Th	Sep 10-Oct 1	4c	$56/$66

Computer Workshop

'Hands-on' class covers issues/topics that inevitably hit every PC user, but which are not covered in the usual classes: How to deal with various 'unexpected' events on your computer; How to update or upgrade software; How to troubleshoot; When should you call the experts, etc. PREREQUISITE: Computer Literacy class or basic computer experience.

Senior Center: Computer Room
Instructor: Harriet Marois   **Age: 50Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
42776	10:00am-12:00pm	Th	Oct 8-22	3c	$56/$66

Email/Attachments/ Address Book/Folders

In this class you will learn to compose and send e-mail; insert pictures, sounds; add attachments; create and manage an address book; and make folders for filing your e-mail messages. You will master the techniques of downloading and finding attachments. You will never again have to wonder where that downloaded attachment ended up.

Senior Center: Computer Room
Instructor: Alan Hopkins   **Age: 50Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
42720	10:00am-12:00pm	Tu	Nov 24-Dec 8	3c	$42/$52

Internet Literacy for Seniors

Learn to use the Internet safely and effectively in this 'hands-on' class. Find exactly what you want on the Web. Discover great new stuff! 'Google' to its fullest extent. Privacy and security issues are emphasized. PREREQUISITE: Basic computer skills or Computer Literacy class.

Senior Center: Computer Room
Instructor: Harriet Marois   **Age: 50Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
42773	10:00am-12:00pm	M	Oct 26-Nov 16	4c	$56/$66

Microsoft Word

Intro to Microsoft Word

You begin by sampling a variety of documents that can be produced using Microsoft Word, such as letters, envelopes, labels, flyers, and newsletters. You will explore the many features of the Word screen, including the Menu bar, various Toolbars, and Status bar. Before you're through, you will have created, edited, formatted, saved, and printed your first document.

Senior Center: Computer Room
Instructor: Alan Hopkins   **Age: 50Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
42718	1:00-3:00pm	Tu	Oct 6-13	2c	$28/$38

Creating Envelopes, Labels, and Business Cards

Next, you will learn to create and print envelopes and labels of various types and sizes. And if you so desire, we may even create a special business card just for you.

Senior Center: Computer Room
Instructor: Alan Hopkins   **Age: 50Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
42721	1:00-3:00pm	Tu	Oct 20-27	2c	$28/$38

Editing and Formatting Documents

Then, learn the many ways to edit and format your documents. Here you will learn to copy and paste, change fonts, check for spelling and grammar, change the appearance of the text, add bullets or numbers, insert page breaks, add page numbers, set margins, and much more.

Senior Center: Computer Room

Instructor: Alan Hopkins   **Age: 50Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
43232	1:00-3:00pm	Tu	Nov 3-17	3c	$42/$52

Intro to PCs

Intro to PCs: System Hardware and Media

Are you getting ready to buy a new computer system or do you just want to become more familiar with your current computer hardware? Then this class is for you. Here you will learn to identify the individual components of your computer system, discover how they interrelate with one another, and develop a better understanding of their specifications.

Senior Center: Computer Room

Instructor: Alan Hopkins   **Age: 50Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
42715	10:00am-12:00pm	Tu	Oct 6-13	2c	$28/$38

Intro to PCs: Windows Operating System

The Windows Operating System controls the functions of your personal computer. In this class, you will discover how to deal with the basic functions of Windows, like sizing, moving, cascading, tiling, minimizing, maximizing, and closing windows. You will also explore the various accessory programs that are supplied with Windows.

Senior Center: Computer Room

Instructor: Alan Hopkins   **Age: 50Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
42719	10:00am-12:00pm	Tu	Oct 20-27	2c	$28/$38

Where Did That File Go?

This is the class that will teach you how to organize your computer files and images. You will learn how to create folders for the files that you create, move or copy files and folders on the Desktop, move or copy files and folders using Windows Explorer, and move or copy files and folders from one drive to another.

Senior Center: Computer Room

Instructor: Alan Hopkins   **Age: 50Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
42717	10:00am-12:00pm	Tu	Nov 3-17	3c	$42/$52

Introduction to Digital Photography

In this class, you will learn about the many things that should be considered when choosing a new digital camera, like price, resolution, optical versus digital zoom, and accessories that you may wish to purchase. You will also learn how to download pictures to your computer; organize, rename, and resize them.
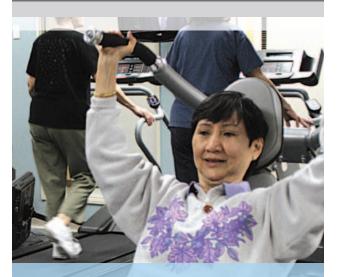
Senior Center: Computer Room

Instructor: Alan Hopkins   **Age: 50Y and up**

CLASS#	TIME	DAYS	DATE	TERM	R/NR FEES
43234	1:00-3:00pm	Tu	Nov 24-Dec 8	3c	$42/$52